

Minutes of the Finance Committee

Wednesday, February 2, 2005

Chair Haukohl called the meeting to order at 8:47 a.m.

Present: Supervisors Pat Haukohl (Chair), Joe Marchese, Ken Herro, Jim Behrend, and Genia Bruce. **Absent:** Bonnie Morris and Don Broesch.

Also Present: Legislative Policy Advisor Mark Mader, Parks & Land Use Director Dale Shaver, Business Manager Peter Mudek, Enterprise Operations Manager Pete Pulos, Senior Financial Analyst Linda Hein, Public Works Director Rich Bolte, Office Services Coordinator Donna Simmert, Business Manager Betsy Crosswaite, Budget Manager Keith Swartz, Budget Specialist Linda Witkowski, Building Operations Manager Mark Keckeisen, Chief of Staff Allison Bussler, and Administration Director Norm Cummings.

Approve Minutes of 1-19-05

MOTION: Marchese moved, second by Behrend to approve the minutes of January 19. Motion carried 5-0.

Chair's Executive Committee Report of 1-31-05

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- Robert Hutton was selected to fill Hank Carlson's seat on the County Board.
- Approved ordinances 159-O-113 and 159-O-114, also on today's agenda
- Reviewed Internal Audit's most recent unannounced cash counts report. The golf courses improved with regards to cash drawer variances but there was still the issue of untimely deposits at Moor Downs. Staff are working on this. Also, only about one-third of the staff had asked to see identification from the new Internal Audit employee.
- Approved the appointments that were included in the last yellow packet.

Review 2004 Budget Objectives for Department of Parks & Land Use Proprietary Funds

Shaver, Mudek and Pulos gave updates on their respective 2004 departmental objectives, most of which were on schedule, as outlined in the 2004 adopted budget book. For those not quite on schedule or delayed, no major concerns were raised. Those proprietary funds discussed were the Golf Courses fund, Ice Arenas funds, Expo Center fund, Walter J. Tarmann fund, Land Information Systems fund and the Materials Recycling fund.

Review 2004 Budget Objectives for Department of Public Works Proprietary Funds

Bolte and Crosswaite gave updates on their respective 2004 departmental objectives, most of which were on schedule, as outlined in the 2004 adopted budget book. For those not quite on schedule or delayed, again, no major concerns were raised. Those proprietary funds discussed were the Central Fleet fund and Vehicle Replacement fund.

Ordinance 159-O-113: Authorize the Waukesha County U.W. Extension Nutrition Coalition to Accept the Community Service Block Grant (CSBG) from the Community Action Coalition for South Central Wisconsin, Inc. (CAC) Grant and to Authorize the Additional Expenditure Appropriations to Teach Life Skills in Gardening, Nutrition, and Food Safety to Huber Inmates and Deliver Fresh Produce to the Waukesha Area Food Pantries and Meal Sites

Simmert said this will be the third year for receiving this grant which totals \$4,000 from the Community Action Coalition. The total cost of this year's program is estimated at \$6,106, of which, the County's in-kind portion is \$500 and the State UW-Extension's in-kind portion is \$1,606. Herro would like to track the inmates involved with the program and determine if it affects recidivism. A discussion ensued as to who should be responsible for this: UW-Extension and/or the Sheriff's Department. Herro stated that the CJCC panel is also working on the inmate tracking issue.

MOTION: Herro moved, second by Behrend to approve ordinance 159-O-113. Motion carried 5-0.

Ordinance 159-O-114: Authorize the Waukesha County U.W. Extension Office to Accept Subcontractor Funding from the Board of Regents of the University of Wisconsin System to Establish a Waukesha County Horticulture Resource Center and to Appropriate Additional State Funding to the 2005 Budget

Haukohl noted this is a U.W. Extension 2005 budget objective approved by the County Board. Simmert said these funds, totaling \$14,250, is for subcontractor funding from the Board of Regents of the UW System to establish a horticulture resource center. Simmert said this will allow them to continue their efforts with the center and be more of an outreach program for Waukesha County municipalities. They're currently looking to locate in Oconomowoc, Mukwonago, or perhaps Muskego at a school, library or other public entity, or maybe even a commercial nursery.

The total estimated cost of providing the horticultural services is \$42,841. The State is providing up to \$28,591 for a 0.5 FTE Horticulture Diagnostic Director, travel, equipment, materials, and supplies. The County will provide administration, office space and related facility costs as in-kind expenses. County indirect costs are not covered by the contract funding.

MOTION: Marchese moved, second by Bruce to approve ordinance 159-O-114. Motion carried 5-0.

Schedule Next Meeting Dates
February 16th.

Fund Transfer 2004-40-2: Public Works Department – Transfer Funds from Fixed Assets and Interdepartmental Charges to Operating Expenses

Crosswaite and Keckeisen discussed the fund transfer as outlined which involves transferring \$82,000. Crosswaite said utility expenses were higher than anticipated in December, 2004. This portion of the budget was increased 9% in the 2005 budget and it's hopeful this will cover any future increases. Funds are available because two building projects were completed under budget and they over-budgeted in Radio Services (Communications Center budget).

MOTION: Behrend moved, second by Herro to approve fund transfer 2004-40-2: Public Works Department. Motion carried 5-0.

Discuss Use of Non-Departmental Consulting Funds for Countywide Strategic Planning

Bussler said she would like to get conceptual approval today for using consulting funds to study and format a new strategic planning process for the County. Finley and his cabinet members, after much discussion, realized they needed help with developing this process. After much

debate, the cabinet decided it was important to get the public involved including community leaders, citizens, the County Board, etc. Focus groups would be established, part of whose goal will be to prioritize County services. Another goal will be to better link the strategic plan with the budget document.

An RFP has been released and they're waiting for responses. They're hoping the cost will come in under \$50,000. Cummings said the funds would come from the Non-Departmental/Strategic Planning budget. He noted the County Board would be involved in the strategic planning process more than ever before. Bussler noted exactly how will be a question for the consultant. Herro spoke in support of the idea and felt County Board involvement was vital. Mader asked, what if the cost comes in over \$50,000? Cummings said they may talk with the winning bidder in the hopes of scaling it back. Mader asked, will the County Board still be involved if and when fiscal circumstances improve in the future? Bussler said absolutely; they're setting the groundwork for how the County will do business.

A consensus of the committee approved the concept.

Discuss Interest Income from Proprietary Funds and How It's Utilized

Cummings distributed copies of "Allocation of Investment Income to Certain Proprietary Funds" which he discussed as outlined. The Vehicle Replacement fund, Risk Management fund, Ice Arenas fund, and Materials Recycling fund are allocated investment income on cash balances based on County Board adopted ordinances directing such allocation.

Vehicle Replacement: The County charges departments the amortized cost of a purchased vehicle over the life to have sufficient funds for the higher cost replacements. This method required initial subsidy into the fund until it was self-funding from departmental annual payments (about 7 years).

Risk Management: Investment income on cash balances is allocated to provide funding needs for discounted claim reserves and to stabilize annual charges to departments following high claim years or increasing premiums during upturns in insurance cycles.

Ice Arena: Investment income on cash balances is a part of the revenue stream (non-operating) to help maintain both operations as self-funding without needing tax subsidy.

Materials Recycling: Investment income on cash balances is allocated to assure operations can continue without levy support and to forestall as long as possible tipping fees to municipalities. These funds have recently been used to fund other solid waste and park acquisition activities benefiting the County which otherwise would need to compete for levy funding.

Announcements

Haukohl announced there is a blood drive today in the Administration Center.

Information Management Panel Report of 1-14-05

Regarding the outsourced help desk, Bruce said an RFP went out in 2004 and CompuCom was chosen to provide this function. STI, the previous provider, submitted an RFP although their cost was \$19,005 per month. CompuCom's contract will cost the County \$9,390 per month but will increase \$16.43 per incident when the threshold of 595 is exceeded. She noted we've been averaging 547 incidents per month.

Bruce went on to discuss the Communications Center. On February 21, LAW records will go live at 8:00 a.m. and dispatch will go live at 9:00 a.m. Continued efforts by GIS staff have produced favorable results with regards to correcting address errors and improving Geo verification. Staff will continue to address problems as they arise. Communications Center staff are meeting with the Village of Elm Grove to discuss necessary requirements for the center to be the village's "hot backup" which is currently being provided by the City of Brookfield. Effective February 28, all 29 participating municipalities / departments will be converted to the new public safety system.

Bruce said SAMS is the case management system for the Senior Services Department and will replace FACTORS. Originally, Senior Services was set to use the same case management system as the Health & Human Services (HHS) Department. However, since the HHS project has been delayed and Senior Services has an immediate need, they've requested to be separated from HHS's project. Bruce noted that Senior Services is exempt from HIPPA so they are able to use the case management software. SAMS will use the Citrix environment which will give the department portability. Staff will be able to access it from PC's internally and externally. Bruce was not sure if this would be compatible with HHS. Although she thought it would be, she said she would look into it.

Regarding Avatar PM for HHS, Bruce said staff can now electronically bill State and Federal Medicare and Medicaid claims. Private pay and family billing is still an issue but they continue to make strides. On February 14, the invoice template will be ready for the County's review at which time they can move forward.

The panel saw a demonstration of the Purchasing Division's web site. All RFP's and bids can be submitted electronically. Vendors can be notified via e-mail when items come up for bid. Once all security issues have been addressed and proper procedures have been implemented, the site will go-live.

Future Agenda Items

Discuss Cost / Benefit of Creating Two-Lane Roads vs. Four-Lane Roads (Herro)

MOTION: Herro moved, second by Marchese to adjourn at 12:05 p.m. Motion carried 5-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Bonnie J. Morris
Secretary